

Publication Agreement

School/Organization Name: _____
 Street Address: _____
 City: _____ State/Province: _____ Zip/Postal Code: _____
 Country: _____ County (if in US): _____
 School/Organization Phone Number: _____
 Adviser Name: _____ Adviser Role: _____
 Adviser Email: _____ Home/Cell: _____
 Account Activation Email: _____ (Customer must notify if changed.)
 Is Account Created With This Email Address? Yes No
 Institution Type: _____ Institution Category: _____
 Project Type: _____ Project Category: _____
 School Year: _____
 Term: Yes No Term Year _____ New Account This Year Renewal
 Secondary Contact: _____ Secondary Contact Role: _____
 Secondary Contact Email: _____ Secondary Home/Cell: _____
 Additional Information: _____

Copies/Pages

Estimated Number of Copies:
 Hard: _____ Soft: _____ (No obligation until Order Day)
 Estimated Number of Pages: _____
 (Minimum 20 pages/Book Must End on Even Page Number)
 eYearbooks: Yes No
 (Free to School/Split Profits if Charging/Must Order Online)
 Trim Size _____ (Cannot change once selected)

Cost

	Hard Cover	Soft Cover
Base Cost for	\$ _____	\$ _____
<small>Above price is for a base book with 20 pages. Prices listed in USD.</small>		
Add'l Per Page Cost	\$ _____	\$ _____
Total Cost/Book	\$ _____	\$ _____
<small>Total Cost is for the Estimated number of Pages Listed Above.</small>		
Total Estimated Order	\$ _____	\$ _____
Total \$	_____ <small>Does not include tax/shipping.</small>	
Additional Cost Details:		

Customer Resources

Rep/Account Manager Name: _____
 Phone Number: _____
 Yearbook Support Specialist: _____
 Toll Free Number: 855-537-0050
 US Website: _____ Canada: _____

Details

Project Name: _____ Is Project Created? Yes No
 Previous Printer: _____ Current Enrollment: _____
 Book Sales Offered: _____
 Storefront URL: (if established) _____
 Invoicing? Yes No (Request Invoice 14 days Prior to Placing Your Order)
To request an invoice, go to
 Tax Exempt: Yes No
If yes, you will be contacted by Picaboo Corp for additional tax documentation to be completed. When Picaboo Yearbooks sells yearbooks to parents, it does so on behalf of the school and as such the school's tax status applies to that transaction.
 Last Day of School: _____
 Estimated Delivery Date: _____ (Suggested 2 Weeks Prior to Last Day)
 Select Delivery Season: _____

Authorized School/Institution for Customer

Name: _____ Email: _____
 Signature: _____ Date: _____
 Additional Authorization (if required): _____

Sales Rep/Account Manager

Name: _____ Email: _____
 Signature: _____ Date: _____

Picaboo Yearbooks: 15 Lebanon Street, Hanover, NH 03755

Director of Sales: _____

Signature: _____ Date: _____

Thank you for selecting Picaboo Yearbooks as your print partner.

- Picaboo Yearbooks is a US company therefore, the online shopping cart is in US dollars and some exchange fees may apply to those in other countries.
- For Canadian customers: At the time of purchase, using a Canadian credit card, the credit card company will adjust for the exchange rate and processing fees and 5% GST will be added to the order. See the Canadian Terms and Conditions at:



FOR OFFICE USE ONLY	
YSS Approval/Pricing/Set Up	_____
Rep # _____ Split # _____	
Kit Order _____	

The Picaboo Difference

COVERS

- Our hard cover yearbooks feature your own custom designed full color glossy or matte silk laminated 1.5 mm cover over a 2.5 mm acid-free binder's board.
- Hardcover yearbooks are case bound and have headbands and PUR glue for superior strength and maximum lay-flat qualities. This is one of the strongest binding methods available.
- All soft cover yearbooks feature your own custom designed full color glossy or matte laminated 1.5 mm cover and are on a highly durable 10 pt cover stock.
- Soft cover yearbooks are "perfect-bound," using a thermally-activated technology that binds the cover and pages together at the spine with a strong glue for superior quality.
- You have your choice of high-quality gloss or the new matte silk lamination included at no additional charge.
- Yearbooks are offered in your choice of either 8½x11 or 9x12 with no cost difference to you. Select your size in the app.

PAPER

- All of the Picaboo Yearbooks products are printed on 100-lb. acid and chlorine-free, archival-quality glossy text stock. All paper materials are harvested and produced using the most sustainable methods and are FSC Certified.
- The front and back inside covers of the yearbook hard cover books feature textured end sheets in white.

PAGE SUBMISSION

- Create your own layouts in our easy-to-use web app or use one of our many pre-designed templates and cover options.
- You can also upload your yearbook pages from a variety of other programs such as InDesign or Photoshop.
- There is easy portrait flow from your PSPA disc.

EXTRAS

- Picaboo Yearbooks prints all color yearbooks.
- Bulk standard shipping is free for 50 or more copies of the same book shipped and delivered to the same location. Other shipping details are at:
- A free eYearbook and four free personalized pages are available for every student, if the school offers it.
- Online book sales can be offered via your customized yearbook sale website with no additional cost to the school or to parents.
- Pages may be increased or decreased in increments of two. You are not confined to printing in flats or signatures.
- Proofs are included at no charge and downloaded by your adviser as a pdf when the book is completed and locked.
- Current events pages are free inside the application and used on your content pages when selected by an editor or adviser.
- No deadlines. Submit the book when you are ready. Turnaround is guaranteed in three weeks from the day you turn the book in.